



Policy: 4200
Procedure: 4200.13
Chapter: Counseling
Rule: The Personalized Feedback Report

Effective: 09/24/07
Replaces: N/A
Dated: N/A

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) Division of Programs and Institutions shall ensure that juveniles, who are diagnosed with a substance use disorder (SUD) as defined by Diagnostic Statistical Manual IV-TR, will receive an individualized assessment of substance use behaviors that is reflected back to juveniles in a motivational format. This provides a Personalized Feedback Report (PFR) to juveniles utilizing a Motivational Interviewing style that serves a dual purpose. The information gathered is used to establish individualized treatment goals for juveniles with SUD. At the same time the feedback session is used as the initiation of a therapeutic relationship with the juveniles.

Rules:

1. Administering the Personal Feedback Assessments and Report:
 - a. **ADJC EMPLOYEES** shall not alter the instruments in any manner;
 - b. The **ASSIGNED YOUTH PROGRAM OFFICER III (YPO III) WHO HAS BEEN TRAINED TO ADMINISTER THE PERSONAL FEEDBACK REPORT** shall:
 - i. Meet with the juvenile diagnosed with a substance use disorder and introduce the assessment battery to him/her utilizing a motivational interviewing style within the first five days of the juvenile's arrival at the treating housing unit.
 - (1) The assessment battery consists of:
 - (a) The Stages of Change Readiness and Treatment Eagerness Scale (SOCRATES);
 - (b) The Inventory of Drug Taking Situations (IDTS);
 - (c) The Alcohol and Drug Consequences Questionnaire (ADCQ);
 - ii. Following the introductory session, issue the assessment battery to the juvenile.
 - (1) The **YPO III** may read and /or explain the questions to the juvenile if there are language or reading difficulties.
 - iii. Once the juvenile has completed the forms, record the data into the Personal Feedback Report;
 - iv. Meet with the juvenile and discuss the results utilizing a motivational style;
 - v. Using this discussion, obtain the juvenile's input on treatment goals that are identified in the Continuous Case Plan (CCP);
 - vi. Have the juvenile sign the PFR verifying s/he had discussed the results and give the juvenile a copy of the PFR to keep for his/her reference.
2. Documenting Results:
 - a. Following the motivational session with the juvenile the **ASSIGNED YPO III** shall:
 - i. Print the PFR Caseworker Report and summarize the results of the motivational session in the space provided;
 - ii. Meet with the assigned Psychology Associate (PSA) or designated Qualified Mental Health Professional (QMHP) to review and approve the treatment recommendations;
 - iii. Give to the QMHP.
 - (1) The original assessments;
 - (2) The juvenile version of the PFR; and
 - (3) The Caseworker Report.
 - b. THE **QMHP** shall:

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- i. Ensure that recommendations are included in the CCP, by the 30th day following the juvenile's admission to ADJC, in accordance with Procedure 4200.06 Continuous Case Plan;
 - (1) If the CCP has already been completed prior to the juvenile's arrival at the treating unit, recommendation shall be included in the next update of the CCP in accordance with Procedure 4200.06 Continuous Plan.
 - ii. Maintain hard copy documents as follows:
 - (1) The signed copies of the PFR and Caseworker Report are submitted to the Medical Records Librarian to be filed in the juvenile's Mental Health Record in the assessment/evaluation section in accordance with Procedure 1120.07 Maintenance of the Mental Health Records;
 - (2) The original SOCRATES, IDTS, and ADCQ shall be placed in a file that is secured by the Psychologist or Clinical Supervisor.
3. Quality Improvement: As part of ADJC's continuous quality improvement strategy, the **ADJC SUBSTANCE ABUSE TREATMENT COORDINATOR** shall:
 - a. Collect PFR data at no less than six month intervals for analysis to ensure compliance with agency standards and expected outcomes; and
 - b. Review ten Medical Behavioral charts monthly with the Clinical Services Administrator and Facility Psychologist, documenting the findings on Form 1052.01F Comprehensive Review Chart Audit Checklist.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
10/1/2007	Kellie M. Warren, Psy. D., Asst Dir of Programs & Institutions		